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15 JUN 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM:



Director of Information Services

SUBJECT: OIS Weekly Report (8-14 June 1983)

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Office of the Director

* The Director of Information Services briefed nine staff personnel from the Senate Select Committee on Intelligence (SSCI) during their all day visit to the Agency on 14 June. This visit was in conjunction with the proposed FOIA relief legislation, i.e., the Intelligence Information Act of 1983, and was prompted by the desire of SSCI members to learn more details about how the CIA records are organized and the specific areas that will obtain relief if the proposed FOIA legislation is passed. During the briefing special attention was focused on the management of records systems in CIA and how FOIA activity parallels the organization of our internal records systems for the search and review process. The SSCI members were escorted by the Chief, Information and Privacy Division (IPD) and a ~~representative of the Legislative Liaison Office~~, who organized their schedule and served as advisors during their visits to other Directorate offices for briefings.

The Deputy Director of Information Services is participating in the Leadership Seminar conducted by OTE at an out-of-town site from 12 to 17 June.

Classification Review Division

* In response to a CBS discovery motion, a search of CIA files uncovered about 4,000 pages of information relating to the Westmoreland case. We also expect to receive similar material to review from the Departments of Army and State, the President's Foreign Intelligence Advisory Board, and the Lyndon B. Johnson Presidential Library. After the material has been reviewed and cleared, it will be released, as appropriate, to CBS.

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C O N F I D E N T I A L

As the result of a request for mandatory review of a number of OCR publications held by the Gerald R. Ford Presidential Library, IPD sent 47 copies to the Information Review Officer/DDI for review, who then requested assistance from CRD. CRD reviewers will work with DDI specialists to devise guidelines to be used in reviewing the material.

CRD reviewed one manuscript (565 pages) for PRB, nine Summaries of Agency Employment (13 pages), and four documents (601 pages) in the miscellaneous category.

Records Management Division

The Directorate Records Management Officers (RMO) and Records Systems Branch (RSB) personnel met to discuss plans for the possible consolidation of DDA and DDS&T registries in the new Headquarters building. The Directorate RMOs agreed that the concept was a good one, but that there were many problems that would have to be resolved before any consolidation could take place. RSB will begin working with the Directorate and Office RMOs to gather the necessary data needed in planning for registry consolidation in the new Headquarters facility.

~~Several~~ members of RSB were briefed on the DDO's efforts to convert some Agency forms to a format suitable for use on Wang word processors. This effort stems from the DDO's desire to reduce overseas paper holdings and the belief that completing forms on a Wang system in the field was preferable to stocking Agency forms overseas. DDO requested RSB assistance in working with the offices of primary interest on a form-by-form basis in an effort to eliminate the need for preprinted forms in the field. DDO also demonstrated a Wang program developed to assist in the dissemination of intelligence information reports through the use of canned programs to provide heading and routing data.

A representative from RMD attended the first meeting of an ad hoc task force formed to discuss the feasibility of using Agency forms generated from the Wang word processors instead of preprinted forms. The Agency's contract with Wang requires that Wang program 20 forms in the Alliance System. The forms have been identified for testing. Representatives were asked to determine, in their respective offices, the pros and cons of the forms being programmed to print on the preprinted form or programmed to print the form itself.

An RSB officer conducted the 28th running of the Introduction to Micrographics Seminar. Eleven students participated in the one-day program conducted at the Chamber of Commerce Building. Student reaction to the program was favorable.

C O N F I D E N T I A L

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The new Forms Catalog was distributed this week--the first edition published since OIS took over the responsibility for its preparation from the Office of Logistics. The catalog was prepared by members of RSB, with assistance from the Office of Personnel.

Information Technology Branch personnel conducted training for RAMS users. Eight employees attended this half-day program which will be run again in June and July.

Several ODP officers visited the Agency Archives and Records Center on 10 June for a briefing and tour and to discuss ODP's vital records holdings. ODP has the largest vital records collection in the Center totaling over 5,800 cubic feet of tapes.

Regulations Control Division

RCD completed 48 major actions on regulatory issuances including the processing of 11 new and revised issuances, negotiations involving 12 issuances, and the publication of four issuances. Among those processed was

Information and Privacy Division

A separate report is attached.

Attachment:
As stated

OIS/EXO/ (15 Jun 83)

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